

NOTICE OF VACANCY

AUGUSTA, GEORGIA is presently in the process of recruiting for the position described below. Applications for the positions will be given and taken at the HUMAN RESOURCES DEPARTMENT on:

MONDAY - FRIDAY

9:00 A.M. - 4:00 P.M.

After the recruiting period is expired, the applications will be referred to the respective department.

JOB TITLE:	Quality Assurance Analyst
DEPARTMENT:	Purchasing
SALARY:	\$36,088.00 Annually
BEGINNING DATE:	March 31, 2005
CLOSING DATE:	April 12, 2005

MINIMUM QUALIFICATIONS:

BA/BS in Business Administration, Accounting, Public Administration, or related field of study. 3-5 years in similar position or sufficient experience to perform principal duties and responsibilities. Must have related experience in a comprehensive or large scale governmental purchasing program that must have included the preparation and processing of purchase orders, purchase requisitions, request for quotes and maintenance and /or service contracts and the coordination of bid process. Must have working level or presentation/training or related experience. Good communication skills, both oral and written. Demonstrated ability to work independently. May supervise and/or train designated subordinate personnel.

MAJOR DUTIES:

Coordinates and conducts procurement audits. Performs on-site operational audits of procurement functions at business office locations. Participates in the development of departmental purchasing policies and procedures. Researches, develops and implements tools to streamline and make purchasing procedures more efficient. Develops, administers and conducts training programs related to the procurement function and its automated systems. Serves as a technical expert and provides assistance to the procurement staff. Guides and encourages each employee supervised to attain maximum performance on the job. Interacts with all levels of local government. Maintains a consistent, high-quality, customer-focused orientation when conducting business and providing services or products to clients, the general public or other external customers.

ROOM 601, MUNICIPAL BUILDING, AUGUSTA, GA 30911

We are an equal opportunity employer.

**We do not discriminate on the basis of race, religion,
color, sex, age national origin, or disability.**